

# Municipal Planning Grant Program

## Close Out Instructions

The process of closing out your Municipal Planning Grant will include two Status Changes:

1. **Submitting the close out forms/documentation** (the Municipal/Authorizing Official or Grant Administrator roles may complete this status change).
2. **Submitting the requisition** (only the Municipal/Authorizing Official may submit the requisition).

### Closeout Checklist

Please review the “Grantee Checklist,” summarized below and listed in the “FORMS” section of the grant main menu, regarding the specific closeout documentation requirements.

#### Final Project Narrative:

- ☐ Complete the Final Project Report Form (the narrative portion of the final report) in the [Grants Management System](#). (Use the [Sample Final Project Report Form](#) to draft responses to questions before completing the form in the system.)

#### Final Product:

- ☐ Submit copies of all final products.
- ☐ Final products should include evidence that the Municipal Planning Grant program is credited for funding on the product itself.

#### Financial Documentation:

- ☐ Submit summary ledger. Please use the [summary ledger template](#) or a similar model to provide an overview of all project related financial transactions.
- ☐ Submit copies of all invoices and receipts for project expenditures.
  - ☐ Invoices and receipts must demonstrate that all grant work was completed within the grant period.
- ☐ Submit copies of all canceled checks – OR – submit a detail transactions report including date, recipient, check numbers and amount. Report must be signed and certified by the Treasurer as a true and accurate report.
  - ☐ The canceled checks or detail transactions report must demonstrate that all invoices have been paid by the municipality.

#### If GIS work was done with grant funds:

- ☐ Complete the GIS Form in the Grants Management System.
- ☐ If new data layers were created, complete the [GIS Data Form](#) and submit new data layers.

### Complete and Submit the Closeout Documentation

1. **Complete the close out forms:**
  - a. Complete the Final Project Summary Form listed under the “FORMS” section of the grant main menu;
  - b. Upload final products and financial documentation into the Closeout Documentation form. SAVE and Add for each individual upload or mailing. As per

your grant agreement, **ALL** products of the grant will credit the “Municipal Planning Grant Program, as administered by the Department of Housing and Community Development,” for funding.

- c. GIS data form(s): If GIS work was done with grant funds, confer with your consultant regarding this form which is used to document data layers.

## 2. Electronically submit your close out:

- a. In the “STATUS MANAGEMENT” section, with “Closeout Documentation Submitted” showing in the “next possible status” window, click the “Change Status” button, then “I agree” to submit.

**CAUTION:** Once the status has been changed, you will no longer be able to save new information on the forms.

You will receive a system email notifying you that the closeout was successfully submitted.

## Complete and Submit the Final Requisition

1. Please reference the steps outlined in the [Requisition Instructions](#) which may also be found under the “FORMS” section of the grant main menu.
2. An Administrator can create and complete a requisition, making it submission-ready, but **only the Municipal/Authorizing Official role (M/AO) can electronically submit** it.
3. Any funds received but not expended must be returned along with your closeout, and the check made payable to the State of Vermont.

You will always receive a system email when a status is changed successfully.

## Troubleshooting

If you didn’t receive a status change email, but the online grant system reflects that your grant or requisition has changed status, please check your personal contact information to update your email address or contact Department staff at [annina.seiler@state.vt.us](mailto:annina.seiler@state.vt.us) or 828-1948 to check on the status of your requisition and/or Closeout submission.

All required documentation may be uploaded in the Grants Management System, mailed to DHCD or emailed to [annina.seiler@state.vt.us](mailto:annina.seiler@state.vt.us).